

NELAC Sixth Annual Meeting

Detailed Schedule of Events & Locations

June 26 – 29, 2000
Radisson Fort Magruder Inn and Conference Center
Williamsburg, Virginia

Monday, June 26, 2000

Location

8:00 a.m. - 5:00 p.m.	Conference Registration
10:30 a.m. - 12:30 p.m.	Opening Plenary.....Richmond Hall Welcome, Introductions & LogisticsMs. Jeanne Hankins, NELAC Director Remarks from the ChairDr. James Pearson, NELAC Chair Keynote Speaker.....To Be Announced Report from the Accrediting Authority Review BoardMr. George Mills, Chair Presentation by the Accrediting AuthoritiesTo Be Announced
12:30 p.m. - 1:30 p.m.	Lunch (provided) Petersburg Hall, Stuart's Redoubt, Dining Room Annex
1:30 p.m. - 5:00 p.m.	Concurrent Committee Sessions
	<i>Accrediting Authority</i>Emory's Redoubt
1:30 p.m. - 1:40 p.m.	Introduction of Committee Members, Agenda Review, Groundrules
1:40 p.m. - 2:00 p.m.	Discussion of proposed changes to 6.2.1 (a) and 6.2.2
2:00 p.m. - 2:20 p.m.	Discussion of proposed change to 6.3.3.1.3 (c)
2:20 p.m. - 2:35 p.m.	Discussion of proposed change to 6.4.2.(c)
2:35 p.m. - 3:00 p.m.	Discussion of proposed removal of 6.5 (d), and 6.5 (e)
3:00 p.m. - 3:30 p.m.	Break
3:30 p.m. - 4:00 p.m.	Discussion of section 1.6.3, Accrediting Authority Review Board
4:00 p.m. - 4:30 p.m.	Discussion of the applicability of ISO guides 61 and/or 62 to NELAP operations.
4:30 p.m. - 4:50 p.m.	General open discussion/New business
4:50 p.m. - 5:00 p.m.	Assignments in preparation for NELAC VII.
	<i>Proficiency Testing</i>McClellan's Redoubt
1:30 p.m. - 1:40 p.m.	Introduction of Committee Members, Agenda Review, Groundrules
1:40 p.m. - 2:00 p.m.	Chapter 2 comment summary and re-work of Section 2.0
2:00 p.m. - 2:15 p.m.	Chapter 2, Section 2.1.3
2:15 p.m. - 2:30 p.m.	Appendix A-F
2:30 p.m. - 2:40 p.m.	Appendix G
2:40 p.m. - 2:50 p.m.	Appendix H
2:50 p.m. - 3:00 p.m.	PT FAQs
3:00 p.m. - 3:30 p.m.	Break
3:30 p.m. - 4:45 p.m.	Interpretation and implementation of the NELAC PT Program – questions, comments and discussion
4:45 p.m. - 5:00 p.m.	Revisit any “parking lot” items

	<i>Quality Systems</i>	Hill's Redoubt
1:30 p.m. - 1:45 p.m.	Introduction of Committee Members, Agenda Review, Guiding Principles, Areas of Focus, Groundrules	
1:45 p.m. - 2:30 p.m.	D.5: Air Testing	
2:30 p.m. - 3:00 p.m.	D.4: Radiochemical Testing	
3:00 p.m. - 3:30 p.m.	Break	
3:30 p.m. - 3:45 p.m.	D.4: Radiochemical Testing	
3:45 p.m. - 5:00 p.m.	D.3: Microbiology Testing	
[If time remains at the end of the session, small changes proposed within sections 5.0-5.16 will be discussed]		
5:00 p.m. - 6:00 p.m.	ELAB Open Forum.....	Richmond Hall

Tuesday, June 27, 2000

Location

8:00 a.m. - 5:00 p.m. Conference Registration

9:00 a.m. - 12:30 p.m. Concurrent Committee Sessions

***Field Activities*** **New Market Hall**
 9:00 a.m. - 9:30 a.m. Introduction of Committee Members, Agenda Review, Groundrules
 9:30 a.m. - 10:30 a.m. Background, history and purpose of Field Activities Committee
 10:30 a.m. - 11:00 a.m. Break
 11:00 a.m. - 12:30 p.m. Status of Committee's activities: General Sampling Standard

***On-Site Assessment*** **Jeff Davis Amphitheater**
 9:00 a.m. - 9:10 a.m. Introduction of Committee Members, Agenda Review, Groundrules
 9:10 a.m. - 10:00 a.m. Pilot Basic Assessor Training Course and Standard
 10:00 a.m. - 10:30 a.m. Technical training standards
 10:30 a.m. - 11:00 a.m. Break
 11:00 a.m. - 11:30 a.m. Technical training standards
 11:30 a.m. - 12:30 p.m. On-Site Assessment opinion paper

***Quality Systems*** **Hill's Redoubt**
 9:00 a.m. - 10:30 a.m. Section 5.12: Records & Legal Chain of Custody Protocols & Appendix E
 10:30 a.m. - 11:00 a.m. Break
 11:00 a.m. - 11:45 a.m. D. 2: Toxicity Testing
 11:45 a.m. - 12:30 p.m. D.1; Glossary; 5.0-5.16: Small changes proposed within sections; Open discussion

***Program Policy & Structure*** **McClellan's Redoubt**
 9:00 a.m. - 9:15 a.m. Introduction of Committee Members, Agenda Review, Groundrules
 9:15 a.m. - 9:45 a.m. Discussion of proposed changes to Chapter 1
 9:45 a.m. - 10:30 a.m. Discussion of proposed changes to the Glossary
 10:30 a.m. - 11:00 a.m. Break
 11:00 a.m. - 11:30 a.m. Open floor discussion, new business

***Special Session – Scope of Accreditation*** **McClellan's Redoubt**
 Joint meeting of the Regulatory Coordination, Program, Policy & Structure, Proficiency Testing, and Accrediting Authority Committees
 11:30 a.m. - 12:00 p.m. Introduction of Committee Chairs, Agenda Review, Groundrules
 12:00 p.m. - 12:15 p.m. Presentation of Regulatory Coordination Committee discussion draft
 12:15 p.m. - 12:30 p.m. Presentation of ELAB proposal

12:30 p.m. - 1:30 p.m.	Lunch (provided) Petersburg Hall, Stuart's Redoubt, Dining Room Annex
1:30 p.m. - 5:00 p.m.	Concurrent Committee Sessions
	<i>Accreditation Process</i> Hill's Redoubt
1:30 p.m. - 1:50 p.m.	Introduction of Committee Members, Agenda Review, Ground Rules
1:50 p.m. - 3:00 p.m.	Proposed changes to standard: Section 4.0, Mobile Laboratories
3:00 p.m. - 3:30 p.m.	Break
3:30 p.m. - 3:45 p.m.	Proposed changes to standard: Section 4.1.1.1, 4.1.1.2, Personnel Qualifications
3:45 p.m. - 4:00 p.m.	Proposed changes to standard: Section 4.1.7.2, Secondary Application Package
4:00 p.m. - 4:15 p.m.	Proposed changes to standard: Section 4.7, Due Process
4:15 p.m. - 4:30 p.m.	Other proposed changes: Minor changes to Sections 4.1.2, 4.1.4, 4.1.5, 4.1.7.1, 4.1.8, 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.6 and 4.6.2
4:30p.m. - 5:00 p.m.	Reviewer comments and new business
	<i>Field Activities</i> New Market Hall
1:30 p.m. - 3:00 p.m.	Status of Committee's activities: Measurement of Source Emission (MSE) Standard <ul style="list-style-type: none"> ▪ Formation of subcommittee ▪ Background and history of MSE Standard
3:00 p.m. - 3:30 p.m.	Break
3:30 p.m. - 5:00 p.m.	Status of Committee's activities: Measurement of Source Emission (MSE) Standard <ul style="list-style-type: none"> ▪ Stakeholder involvement ▪ MSE Subcommittee report ▪ Review of Committee's action items
	<i>On-Site Assessment</i> Jeff Davis Amphitheater
1:30 p.m. - 3:00 p.m.	Proposed changes to Chapter 3
3:00 p.m. - 3:30 p.m.	Break
3:30 p.m. - 5:00 p.m.	Proposed changes to Chapter 3
	<i>Special Session – Scope of Accreditation</i> McClellan's Redoubt
1:30 p.m. - 2:15 p.m.	Open discussion
2:15 p.m. - 2:30 p.m.	Closing by committee chairs
2:30 p.m. - 3:00 p.m.	Break
	<i>Regulatory Coordination</i> McClellan's Redoubt
3:00 p.m. - 3:10 p.m.	Introduction of current Committee Members, Agenda Review, Ground Rules;
3:10 p.m. - 3:20 p.m.	Introduce new chairperson and members for 2001.
3:20 p.m. - 3:50 p.m.	Approval of minutes of December 16, 1999 meeting, February 23, 2000 meeting, and April 12, 2000 meeting
	Unresolved issues:
	Infra-structure necessary for States to implement NELAC <ul style="list-style-type: none"> ▪ Auditor training (2 sessions) ▪ National database
	Collect recent State regulations and legislation for NELAC implementation <ul style="list-style-type: none"> ▪ Request letter sent to 11 NELAP States. (4 returns) ▪ Evaluate materials for posting on Web (on going)
3:50 p.m. - 4:45 p.m.	Future Plans <ul style="list-style-type: none"> ▪ Review of EPA October 1999 Regulatory Agenda ▪ EPA mandatory Agency-wide Quality System; Does this affect NELAC? ▪ Study the restructuring of the Scope of Accreditation
4:45 p.m. - 5:00 p.m.	New Items
6:00 p.m. – 8:00 p.m.	Colonial Banquet

Wednesday, June 28, 2000

Location

8:00 a.m. - 5:00 p.m. Conference Registration

9:00 a.m. - 12:30 p.m. Concurrent Committee Sessions

	<i>Accrediting Authority Review Board</i>.....Hill's Redoubt
9:00 a.m. - 9:15 a.m.	Introduction of AARB Members, Agenda Review, Ground Rules
9:15 a.m. - 9:25 a.m.	Overview of annual report and functions
9:25 a.m. - 9:35 a.m.	Election of AARB Chair and Secretary
9:35 a.m. - 10:00 a.m.	AARB general operations: Review of charter; Election and terms
10:00 a.m. - 10:30 a.m.	Appeals process: Review of SOP for AARB investigation of appealed NELAP decisions
10:30 a.m. - 11:00 a.m.	Break
11:00 a.m. - 11:15 a.m.	Review of recommendations
11:15 a.m. - 11:45 a.m.	Monitoring NELAP: Review of assessment process; Review of checklist; Review of recommendations; Future review areas
11:45 a.m. - 12:30 p.m.	Other business
	<i>Membership & Outreach</i>McClellan's Redoubt
9:00 a.m. - 9:10 a.m.	Introduction of Committee Members, Agenda Review, Ground Rules
9:10 a.m. - 9:15 a.m.	Minutes of May 3, 2000 teleconference
9:15 a.m. - 9:30 a.m.	Election of new Committee Chair
9:30 a.m. - 9:40 a.m.	Recommendations for changes to Constitution and By-laws
	Article II, section 2, Evidence of Voting Membership
	Article VI, section 2 , A. Terms
9:40 a.m. - 9:45 a.m.	Standing committee liaisons to Membership & Outreach Committee
9:45 a.m. - 10:00 a.m.	Policy for soliciting committee membership (Nomination Form & NELAC-Needs-You)
10:00 a.m. - 10:15 a.m.	Policy for determining members to NELAC House of Representatives (Letters to Governors revisited)
10:15 a.m. - 10:30 a.m.	Surveys: a. Current accrediting authorities; b. Non accrediting authority states
10:30 a.m. - 11:00 a.m.	Break
11:00 a.m. - 11:15 a.m.	Presentation materials
11:15 a.m. - 12:15 p.m.	General overview of NELAC website
12:15 p.m. - 12:30 p.m.	Open discussion - What else can M&O be doing?
	<i>National Database</i>.....Emory's Redoubt
9:00 a.m. - 9:15 a.m.	Introduction of Committee Members, Agenda Review, Groundrules
9:15 a.m. - 10:30 a.m.	Presentation by EPA's contractor on the status of the of the National Database
10:30 a.m. - 11:00 a.m.	Break
11:00 a.m. - 12:30 p.m.	Question and answer period
	<i>Transition</i>Jeff Davis Amphitheater
9:00 a.m. - 9:15 a.m.	Introduction of Committee Members, Agenda Review, Ground Rules
9:15 a.m. - 10:00 a.m.	Update on EPA support for NELAC
10:00 a.m. - 10:30 a.m.	Fields of Testing
10:30 a.m. - 11:00 a.m.	Break
11:00 a.m. - 11:30 a.m.	Report from Accrediting Authority Workgroup
11:30 a.m. - 12:00 p.m.	Revised implementation dates
12:00 p.m. - 12:15 p.m.	EPA's role as an Accrediting Authority
12:15 p.m. - 12:30 p.m.	Role and membership of Transition Committee

12:30 p.m. - 1:30 p.m.	Lunch (provided) Petersburg Hall, Stuart's Redoubt, Dining Room Annex
1:30 p.m. – 5:30 p.m.	ELAB Meeting..... New Market Hall

Thursday, June 29, 2000

Location

9:00 a.m. – 11:30 a.m.	Plenary Session.....Richmond Hall
	Summary of Standing Committee Sessions
9:00 a.m. - 9:10 a.m.	Program Policy & StructureDr. Marcia Davies
9:10 a.m. - 9:20 a.m.	Proficiency Testing.....Ms. Barbara Burmeister
9:20 a.m. - 9:30 a.m.	On-Site Assessment.....Mr. William Ingersoll
9:30 a.m. - 9:40 a.m.	Accreditation ProcessDr. John Griggs
9:40 a.m. - 9:50 a.m.	Quality SystemsMr. Joe Slayton
9:50 a.m. - 10:00 a.m.	Accrediting Authority.....Mr. John Anderson
10:00 a.m. - 10:10 a.m.	Field ActivitiesMr. Dan Bivins
10:10 a.m. - 10:40 a.m.	Break
10:40 a.m. - 10:50 a.m.	Regulatory CoordinationDr. Mike Miller
	Summary of Administrative & Ad Hoc Committee Sessions
10:50 a.m. - 11:00 a.m.	Membership & OutreachDr. Irene Ronning
11:00 a.m. - 11:10 a.m.	Nominating.....Dr. Ken Jackson
11:10 a.m. - 11:20 a.m.	National Database.....Mr. Matt Caruso
11:20 a.m. - 11:30 a.m.	TransitionDr. Charles Brokopp
11:30 a.m. - 12:30 p.m.	Lunch (provided) Petersburg Hall, Stuart's Redoubt, Dining Room Annex
12:30 p.m. – 4:00 p.m.	Voting and Closing Session.....Richmond Hall
12:30 p.m. - 12:45 p.m.	Election of OfficersDr. James Pearson
12:45 p.m. - 1:00 p.m.	Constitution & Bylaws.....Dr. Marcia Davies
1:00 p.m. - 1:15 p.m.	Chapter 1: Program Policy & StructureDr. Marcia Davies
1:15 p.m. - 1:30 p.m.	Chapter 2: Proficiency Testing.....Ms. Barbara Burmeister
1:30 p.m. - 1:45 p.m.	Chapter 3: On-Site Assessment.....Mr. William Ingersoll
1:45 p.m. - 2:00 p.m.	Chapter 4: Accreditation Process.....Dr. John Griggs
2:00 p.m. - 2:30 p.m.	Break
2:30 p.m. - 2:45 p.m.	Chapter 5: Quality SystemsMr. Joe Slayton
2:45 p.m. - 3:00 p.m.	Chapter 6: Accrediting AuthorityMr. John Anderson
3:00 p.m. - 3:15 p.m.	Chapter 7: Field ActivitiesMr. Dan Bivins
3:15 p.m. - 3:30 p.m.	Future DirectionsDr. Charles Brokopp, NELAC Chair-Elect
3:30 p.m. - 3:45 p.m.	Closing RemarksDr. James Pearson
3:45 p.m. - 4:00 p.m.	Next Steps.....Ms. Jeanne Hankins